

Interagency Committee of State Employed Women (ICSEW)

Committee Policies and Procedures

1.03 Annual Report

Date of Original Issue: August 17,
2004

Date Modified: None

PURPOSE

This policy and procedure is to define the requirements and process for developing and submitting the ICSEW's Annual Report.

SCOPE

This policy applies to the committee wide business report on the past year's activities submitted to the Governor's Office each July.

POLICY

The business year for the ICSEW is July 1 through June 30. The ICSEW will publish and submit an Annual Report by July 31 each year. The ICSEW Annual Report shall contain at a minimum the following items:

- Statement of the overall committee goals of the past year
- Specific actions taken to help achieve committee goals
- Significant activities from the committee over the past year
- Status of issues in which the ICSEW has been involved
- Status of new issues brought to the attention of the ICSEW
- Annual Treasury Report

PROCEDURE

1. Each subcommittee chair (current or outgoing) is responsible to submit a report to the ICSEW Chair by the transition meeting held each July. The report shall include at a minimum the following elements:
 - Budget to Expenditure Report
 - Significant accomplishments
 - Progress toward committee goals
2. The ICSEW Chair (current or outgoing) or designee shall compile subcommittee reports to develop a draft ICSEW Annual Report and

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send to the Executive Board within ten working days of the transition meeting in July.

3. The ICSEW Treasurer (current or outgoing) shall submit a Treasury Report for inclusion in the Annual Report within ten working days of the transition meeting in July.
4. The Executive Board shall review the draft report and respond to the ICSEW Chair within five working days after receipt of the draft report.
5. The ICSEW Chair or designee shall complete a final Annual Report and submit to the Governor's Office by July 31st of each year.

RELEVANT LAW AND OTHER RESOURCES

Board Approved:
June 17, 2004